

State of South Carolina

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Workers' Compensation Commission

February 7, 2011

Human Resources Letter No. 11-05

To: All Employees

From: Cathy Floyd
Human Resources

Subject: Monthly Leave Summary Report

Attached is the Monthly Leave Summary Report for the month of January 2011. You will be receiving this summary report monthly to provide a quick glance of the previous month's leave usage and balance information. To ensure the accuracy of this report, please enter and approve/disapprove all leave requests in a timely manner. The report will be distributed in a hardcopy format for the first few months and then will be submitted electronically.

If you discover a discrepancy in the report, or should you have any questions, please contact me at cbfloyd@wcc.wc.gov or 737-5671.

Attachment (individual leave summary)

cc: Department Director
Supervisor